

## **BUYER II**

### **PURPOSE AND NATURE OF WORK**

Positions in this class have supervisory responsibilities while purchasing for a predetermined group of departments, or performing management work and computer purchasing, under complex governmental regulations. Incumbents may perform a variety of work in areas of specialized or technical purchasing, contract bidding, and property management. Supervision is exercised over subordinate personnel in one section of the division, and direction is received from the Purchasing and Property Manager.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Supervises subordinate personnel involved in purchasing and property inventory processes. Receives, examines and processes purchase requisitions for different departments in accordance with state law and Consolidated Government policies and procedures. Prices and evaluates goods and services, obtains quotes from vendors and price catalogues, prepares and circulates invitation-for-bid forms to prospective bidders, and evaluates bids in relation to established specifications. Serves as liaison between vendors and the users of various goods and services purchased. Handles bid packages with contracts, processes contract payments, and monitors contract activity to conclusion. Coordinates bids with the State Mineral Board and maintains oil and gas leases. Conducts and maintains moveable property, land, and building inventories. Updates inventories as needed. Coordinates storage and inventory of surplus property. Supervises and participates in the sale of surplus property, including an annual auction.

Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS**

Considerable knowledge of Consolidated Government's purchasing policies and procedures and/or property management principles and procedures.

Considerable knowledge of the types, grades, sources of supply and unit prices of goods to be purchased, and the market trends affecting them.

Knowledge of the functions and the purchasing and/or property management needs of various departments.

Ability to compare specifications and bids, and to tabulate analyzed bids.

Ability to create, develop and maintain purchasing- and/or property management-related records.

Ability to exercise independent judgment in the performance of prescribed duties.

Ability to establish and maintain effective working relationships with employees, vendors, and the general public.

### **DESIRABLE TRAINING AND EXPERIENCE**

Bachelor's degree in business administration or related field, and considerable experience in a variety of technical purchasing, contract coordination or property management, under governmental regulations; or any equivalent combination of training and experience.